

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 01/07/14

CLOSING DATE: 01/16/14 (4:30 PM)

SCDC INTERNAL TITLE: CPL II

SCDC POSITION #: 013355

HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: B1 WORK TIME: 0800 AM - 0800 PM

LOCATION: MCCORMICK CORRECTIONAL INSTITUTION, MC CORMICK (MCCORMICK) LEVEL 3

STATE JOB TITLE: CORRECTIONAL OFFICER II

STATE JOB CLASS: JD35

BAND: 04 SALARY RANGE \$ 025627 - \$ 047413

SPECIAL INCENTIVE: YES

LEVEL: B SALARY RANGE \$ 026658 - \$ 042203 SCEIS POSITION #: 61017773

STATE OF SC MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND EXPERIENCE IN CORRECTIONAL, SECURITY
OR POLICE WORK.

AGENCY PREFERRED QUALIFICATIONS:

EIGHTEEN MONTHS EXPERIENCE IN CORRECTIONAL, SECURITY OR POLICE
WORK. INCUMBENT MUST SUCCESSFULLY COMPLETE BASIC CERTIFICATION
TRAINING AT THE SOUTH CAROLINA DEPARTMENT OF CORRECTIONS TRAINING
ACADEMY WITHIN SIX MONTHS OF BEING IN THE POSITION.

DESCRIPTION OF DUTIES:

ASSISTS SERGEANT I IN EVALUATING OFFICER DUTY PERFORMANCE. PROVIDES
DIRECT SUPERVISION TO SUBORDINATE OFFICERS. REVIEWS INCIDENT REPORTS
WRITTEN BY OFFICER I AND TAKES APPROPRIATE ACTION. INVESTIGATES
INMATE COMPLAINTS AND TAKES APPROPRIATE ACTION. INSTRUCTS AND
COUNSELS OFFICERS CONCERNING DUTY REQUIREMENTS. INSTRUCTS AND
COUNSELS INMATES AS REQUIRED. MONITORS INMATE MOVEMENT WITHIN THE
INSTITUTION. PERFORMS ALL ESSENTIAL AND MARGINAL FUNCTIONS OF THE
OFFICER I POSITION AS REQUIRED.

COMMENTS:

SHIFT/WORK ASSIGNMENT SUBJECT TO CHANGE.